

**Instructions for Completing the United States Department of Agriculture's
Fiscal Year 2018 National School Lunch Program Equipment Assistance Grant
Application (PI-6201-2 and PI-6201-SIG-2)**

Please follow these instructions to correctly submit your application. First, download the application and signature forms to your computer and save. Forms must be completed electronically. Be sure to save your changes. Then create electronic files of your three bids for each piece of equipment that you are requesting. Attach the application, signature page, equipment specifications and scans of the three or six bids in an e-mail addressed to lauren.troxte@dpi.wi.gov. Do NOT scan the application form PI-6201-2.

Application materials must be EMAILED by December 21, 2018. Application materials emailed after that date may not be considered for funding.

I. GENERAL INFORMATION	
DIRECTIVE	INSTRUCTIONS
Agency Code	The SFA agency code can be found on the Wisconsin Department of Public Instruction (DPI) Child Nutrition Programs' Contract.
School Food Authority (SFA)	Name of the public district, private school, or residential child care institution.
CESA No.	Cooperative Educational Service Agency (CESA) where your district is located. If unsure, please refer to the list of CESAs by district https://dpi.wi.gov/cst/data-collections/school-directory/directory-data/published-data/dist-by-cesa . For private schools select the CESA for the public district in your community.
DUNS Number	Data Universal Numbering System (DUNS) number, a unique nine-digit identification number, can be found on the DPI Child Nutrition Contract.
SFA Mailing Address Street, City, State, Zip	Mailing address of SFA.
Food Service Director or Equivalent	Enter the first and last name of the SFA's Food Service Director from the DPI Child Nutrition Program Online Contract.
Position Title	Name the appropriate position title (e.g., food service director, head cook, dining services director).
E-Mail Address	E-mail address of food service director or equivalent.
Telephone Area/No.	Telephone area code and number of food service director or equivalent; include extension number, if applicable.
Grant Contact <i>If other than Food Service Director</i>	If an individual other than the food service director or equivalent will be the grant coordinator/main contact for grant communication, list first and last name.
Position Title	Name the appropriate position title (e.g., teacher, nurse, principal, assistant cook).
E-Mail Address	E-mail address of grant contact.
Telephone Area/No.	Telephone area code and number of grant contact, include extension number, if applicable.
District Administrator or School Administrator for Private Schools	List the first and last name of the SFA district administrator for public schools or school administrator for private schools.
Position Title	List the appropriate position title.

I. GENERAL INFORMATION	
E-Mail Address	E-mail of district or school administrator.
Telephone Area/No.	Telephone area code and number of district or school administrator; include extension number, if applicable.
Address <i>If other than the mailing address provided above.</i>	Mailing address of district or school administrator if different from the SFA.
Authorized Representative	Enter the first and last name of the SFA's Authorized Representative from the DPI Child Nutrition Program Online Contract.
Position Title	List the appropriate position title.
E-Mail Address	E-mail of authorized representative.
Telephone Area/No.	Telephone area code and number of authorized representative; include extension number, if applicable.
Address <i>If other than the mailing address provided above.</i>	Mailing address of authorized representative if different from the SFA.
Capitalization Threshold	<p>Enter the amount your SFA uses for its capitalization threshold. A 'capitalization threshold' is defined as the dollar value at which a SFA differentiates between items that are supplies versus capital equipment. Therefore, some smaller equipment may be considered to be a supply because of its value. Each local school board may designate a specific dollar amount for equipment to capitalize. This is the dollar value at which your school or district considers a piece of equipment an asset in financial statements.</p> <p>Equipment requested for this grant must have a per unit cost equal to or greater than the value that your local school board has set for its capitalization threshold or \$5,000, whichever is lower. Equipment requested that is below the capitalization threshold will NOT be funded.</p> <p>*For the FY 2018 Equipment Assistance Grants, Congress has specified that the threshold for the purchase of equipment cannot be lower than \$1,000.</p>

II. ELIGIBLE SCHOOLS	
School/Building Name	<p>Check Child Nutrition Program contract for schools listed for your SFA. Some buildings may be contracted as more than one school. For each school requesting equipment list:</p> <ol style="list-style-type: none"> 1. School Name 2. Address <p>Important Complete a row for each school requesting equipment. However, if completing the application for a centralized kitchen (a kitchen that services more than one school), list all schools serviced by the kitchen. More schools can be listed on the PI-6201-2-Sch form.</p>
Based on September Claim	<p>Based off of the September 2018 claim, enter this building's enrollment, the number of students that were approved for free meals and the number of students approved for reduced meals.</p> <p>*If entering a school participating in Community Eligibility Provision (CEP), enter the enrollment and number of students that were approved for free meals but write in 0 for reduced meals. The State Agency will be calculating each CEP school's Free and Reduce percentage this year.</p>

II. ELIGIBLE SCHOOLS

School Code	Enter each school's individual school code, which can be found on your Child Nutrition Program Contract.
School Type	Indicate if this is a CEP school.
Previous Equipment Grants	Select if this school has received an equipment grant before. If yes, indicate the year(s).
Programs Offered <i>Check All That Apply</i>	Check all the boxes that apply for the programs you currently offer. NSLP, School Breakfast Program (SBP), After School Snacks, Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), Wisconsin School Day Milk Program (WSDMP)
Food Production Source <i>Check All That Apply</i>	Indicate where the school meals are prepared.
Operation Type	Indicate what type of operation your school uses to prepare and receive school meals (FSMC = Food Service Management Company).
School Location <i>Check One</i>	Check the box which best describes the community in which the school is located. If you are unsure if your area is considered rural look at the USDA guide (http://www.fns.usda.gov/rural-designation).

III. NARRATIVE AND BID SUMMARY

Important

- List equipment in the order of priority for your SFA.
- When determining which pieces of equipment to request, make sure that equipment is valued **at/or above your SFA's capitalization threshold listed on the first page of the application and at/or above \$1,000**. Items like school lunch trays, knives, and utensils will not be approved as these are unlikely to be above this amount.
- Equipment must be primarily used for the Child Nutrition Programs.
- Equipment must meet all applicable regulations and codes.
- Grant funds may be used to purchase a vending machine only if it distributes reimbursable meals.

Each SFA may apply to receive up to two (2) pieces of equipment. If the SFA serves more than 40,000 students, the SFA may request up to four (4) pieces of equipment.

- List the school building name, school code and physical address of where the equipment will be stored.
- List all of the individual school site codes that will be serviced by this piece of equipment. This applies mainly to central kitchens.
- Name the requested piece of equipment. List the most needed piece of equipment on page three. This is the piece of equipment that your SFA would prefer to have. The second piece of equipment should be on page five.
- Select if this is a new piece of equipment, if it will be replacing an older piece of equipment, or if existing equipment will be renovated or repaired. If replacing equipment, fill in the age of the former piece of equipment.
- Select the focus area(s) that best reflect why your SFA needs a new piece of equipment. See the explanation below for more details on each area.
- Explain why the equipment is needed in the Narrative Explanation

Focus Area(s)

Select one or more of the focus areas that purchase of this equipment will impact. For the focus area selected, please make sure that your narrative addresses how the requested equipment will help you meet that focus area.

III. NARRATIVE AND BID SUMMARY

- **Improved Nutrition and Food Quality:** Equipment that lends itself to improving the quality and nutritional content of school food service meals (e.g., replacing fryers with combination steamer-ovens).
- **Smarter Lunchroom Strategy:** Equipment that assists in meeting Smarter Lunchroom goals (e.g., lunchroom changes that provide more convenience and appeal to the student population, highlighting healthier choices, redesigning menus that target healthier entrees/options).
- **Food Safety:** Equipment that improves the safety of food served in the school meal programs (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers).
- **Expanded Participation:** Equipment that allows schools to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space).
- **Energy Efficiency:** Equipment that improves the overall energy efficiency of the school food service operations (e.g., purchase of an energy-efficient Energy Star rated walk-in freezer replacing an outdated, energy-demanding freezer).
- **Increase Locally Grown Foods:** Equipment that enables Wisconsin schools to use locally grown foods (e.g., additional refrigeration units, two-compartment produce washing sinks, serving line equipment/salad bars, mechanical potato peelers, and mechanical vegetable slicer/choppers).

Narrative Explanation for Focus Area(s) Checked – The requested equipment should help you implement one or more of the focus areas. For the focus area you checked, please make sure that your narrative addresses how the requested equipment will help you meet that focus area.

Justify your request for this grant by providing:

- Background data.
- Information to show your degree of need.
- How equipment will have a positive impact on your program.
- If you currently have a similar piece of equipment, include how many your school currently has.
- Funds available to contribute to the cost of the equipment if total cost of equipment exceeds grant award.
- For replacement equipment:
 - Report the cost of maintenance and repair over the past year for present equipment.
 - Provide estimate of what cost would be for repairs versus purchase of new equipment.
 - Include if parts are available to repair old equipment.
 - Include if old equipment will be moved to another school.
 - Include cost of removal of old equipment if this is included in bid.
- For renovation of equipment:
 - Report the cost of maintenance and repair over the past year for present equipment.
 - Provide estimate of cost of repairs versus purchase of new equipment.
 - Include if parts are available to repair old equipment.

Important: See itemized list below for additional information that should be included for each focus area.

Improved Nutrition and Food Quality

- Include if your school will create area of additional emphasis (e.g., more fresh fruit and vegetables, less fried foods).
- List what foods will no longer be served.
- List what new foods will be served.
- Explain what menu changes will be made.

Smarter Lunchroom Strategy

- Explain how this equipment will help highlight healthier choices.
- Explain how the equipment will improve convenience for the students in selecting healthier meal options.

III. NARRATIVE AND BID SUMMARY

Food Safety

- Include if there are any Sanitation Inspection Orders to update or replace equipment.
- List the age of equipment being replaced.
- Include if the building's current electrical and plumbing systems support the requested equipment.
- Include if the requested equipment has computerized alarm systems or temperature control auto recording.
- Include what national certification the equipment has.

Expanded Participation

- Explain how this equipment will increase Child Nutrition Program daily participation. Estimate average daily participation increase.
- Explain if the equipment can be used for other school nutrition programs. Estimate participation effect on these programs.

Energy Efficiency

- Include if the new equipment is Energy Star rated.

Increase Locally Grown Foods

- Explain what new locally grown foods will now be served. Please include planned frequency on menu.
- Estimate time saved because of equipment use.
- Explain if any additional menu changes will be made.

Percentage of Kitchen Use

Indicate the percentage of kitchen use by:

- Child Nutrition Programs, including NSLP, SBP, After School Snacks, FFVP, SMP, and WSDMP.
- Other school activities outside of Child Nutrition Programs and other non-school events.*

***Grant awards will be prorated based on percentage not used by Child Nutrition Programs.**

Existing Funding

Explain if there is any existing state or local funding available for purchasing this equipment. If there is, explain why the SFA is opting for equipment grant funding.

III. NARRATIVE AND BID SUMMARY (continued)

Specifications should be written for each piece of equipment you are applying for prior to asking for bids. Specifications should include a general description, utility requirements, plumbing requirements, mechanical requirements, size or capacity requirements, freight and delivery specifications, installation requirements, and any special instructions. For assistance in writing a specification, refer to: Summary Writing Specifications for Food Service Equipment on the DPI website (<https://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant>).

Include with the application:

1. **A copy of specifications each piece of equipment.** A specification is a list of the features you are requesting in a piece of equipment, it is NOT a manufacturer's product sheet that lists all of the options available.
2. **Three bids per each piece of equipment.** The three bids should be from three different vendors, at least one of them should be from a non- Internet source. Each piece of equipment needs to have three bids.

****Order bids (Bid 1, Bid 2, and Bid 3) by your most preferred bid to least preferred bid.**

Name of Vendor	Enter bid for one vendor and one piece of equipment per row.
Date of Contact	Enter date of bid. If company is declining to give a bid, record the date you contacted them with the request for a bid.

III. NARRATIVE AND BID SUMMARY (continued)	
	<p>Generally, bids are only valid for a specified length of time; part of your specification should ask that bids be valid for six months.</p> <p>Grants are anticipated to be awarded in late spring 2019.</p>
Equipment Manufacturer	Enter manufacturer name.
Equipment Model Number	Enter the manufacturer model number.
Rebate Available	Indicate whether a rebate is available. If yes, indicate its value. This will auto calculate and will be subtracted from the total quote.
Quote Includes	<p>Use this section to break out all of the components to your quote.</p> <ul style="list-style-type: none"> • Indicate if accessories, freight, installation, equipment, structure/utilities modification (e.g., electrical or plumbing upgrades), or other expenses related to procurement of equipment are included in the bid and indicate the price of each. • The cost of the additional expenses plus the equipment, should add up to the total cost of the amount quoted. This will auto calculate into the total amount quoted section.
Total Amount Quoted	This will auto calculate.
Comments on Equipment Selection	<p>In this section, defend your request for the preferred bid. This is especially important if you are not selecting the bid that is lowest in price. Include additional information as to why a bid is not preferred.</p> <p>Use this section to include details about equipment options, installation plans and expenses, and equipment accessories that are included in the bid price quote and that are NOT include in the bid price per quote.</p> <p>The school may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Explain any anticipated value from the amount requested and explain offset of costs in this section.</p> <p>Federal regulations prohibit the selections of vendors based solely on the basis that they are local vendors. Refer to 2 C.F.R. Part 200.319 (7b).</p>

Certification / Signature Form (PI-6201-SIG-2)

I. GENERAL INFORMATION

Enter the name of the School Food Authority, the SFA Agency Code, and the SFA Mailing Address.

II. CERTIFICATION / SIGNATURES

Enter the names of the District or School Administrator, Food Service Director or Equivalent, and the Authorized Representative. Complete the application then print. This section must be signed and dated by the District or School Administrator, the Food Service Director or Equivalent, and the Authorized Representative. Signatures certify that those who have signed this application are in agreement with all information contained within the entire application. Enter the dates signed for each signature. **The application will not be considered for funding without signatures. This document must be scanned and attached to the e-mail.**

III. AGREEMENT

Please read the entire section, which is continued on the second page.

Once completed, save the Application and Signature forms, scan copies of bids and equipment specification, attach documents and send an e-mail addressed to Lauren Troxtel at Lauren.Troxtel@dpi.wi.gov.

1. Application (PI-6201-2). Scans of this document will not be accepted.
2. Certification / Signature Form (PI-6201-SIG-2).
3. Bids. All three bids per each piece of equipment must be scanned.
4. Equipment specification(s). This document must be scanned.

Applications must be emailed by December 21, 2018. Applications emailed after this date may not be considered for funding.